

<b>Agenda</b> <b>BSC Finance Customer Forum</b> <b>Accounts Payable and Purchasing</b>	<b>Date: Tuesday, March 1, 2016</b> <b>Time: 9:00am - 12:00pm</b> <b>Location: Building 5 Room G8</b>	
<b>Items</b>	<b>Facilitator</b>	
<b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>E-mail for this meeting series is active:  <a href="mailto:ogs.sm.bsccustomerforum@ogs.ny.gov">ogs.sm.bsccustomerforum@ogs.ny.gov</a></li> <li>E-mail address for Fiscal Year End items:  <a href="mailto:BSCYearEnd@ogs.ny.gov">BSCYearEnd@ogs.ny.gov</a></li> <li>BSC's Fiscal Year End Website:  <a href="http://bsc.ogs.ny.gov/content/fiscal-year-end-2015-16">http://bsc.ogs.ny.gov/content/fiscal-year-end-2015-16</a></li> </ul>	9:00am – 9:10am	Jennifer Stafford
<b>P-Card Administration</b> <ul style="list-style-type: none"> <li>Incorrect "Ship To" Addresses (Kimberly Gurga)</li> </ul> <b>Change in Agency Security Administration</b> (Rosalind Yezzi) <b>Update: 15-Day Prompt Payment Program</b> (Mary Zaremba) <b>Accounts Payable Service Line</b> Updates: <ul style="list-style-type: none"> <li>FileNet enhancements and rollout dates (Ryan Smith)</li> <li>Fiscal year end updates (Tim Smith)</li> </ul> Agency Questions: <ul style="list-style-type: none"> <li>Postage Payments Process: Postage, Meter Rentals (Gerald Cady)</li> <li>Stop the Clock letters: overview, when it is used (Tim Smith)</li> <li>HBITS Invoices (Ronald Tarver) <ul style="list-style-type: none"> <li>Why does it takes so long for the invoices to show up in FileNet?</li> <li>Can these be prioritized to get into Agency Review quickly, as they are usually high dollar amounts?</li> </ul> </li> <li>Numerous interagency invoices have been sent to Agency Review asking for coding when Speed Chart is already provided. What can be done to prevent this from happening? (Tim Smith)</li> </ul> Question and Answers / Open Phones	9:10am – 9:15am  9:15am – 9:20am  9:20am – 9:30am  9:30am – 10:30am	
<b>BREAK</b>  <b>Purchasing Service Line</b> Updates: <ul style="list-style-type: none"> <li>Fiscal year end updates (Phil Reed)</li> <li>Criteria regarding SFS closing of PO's (Phil Reed)</li> <li>Weekly Aging Report (Paul Olsen)</li> <li>How, Why, When &amp; Where to request change notices (Paul Olsen)</li> <li>Category Code Impact on Account Code (Sharon Warner)</li> <li>Update Receiving Required (Sharon Warner)</li> </ul>	10:30am – 10:45am  10:45am – 11:45am	

<ul style="list-style-type: none"> <li>• Processing Times – SLA (complete requisitions vs incomplete requisitions) (Phil Reed)</li> <li>• Purchase Requisition Checklist has been updated. New version will soon be on the BSC website: <a href="https://bsc.oqs.ny.gov/content/purchasing">https://bsc.oqs.ny.gov/content/purchasing</a> (Phil Reed)</li> </ul> <p>Agency Questions:</p> <ul style="list-style-type: none"> <li>• BSC Buy Desk Process (Phil Reed)</li> <li>• Process for Purchase Order Change Notices for both Standalone and Contract (Trisha Huff)</li> <li>• Expected turnaround time and communication for PO action including adding/reducing money or changing coding (Trisha Huff)</li> <li>• When a standalone PO is either canceled or reduced to what has been expended, does the Requisition also need to be acted upon in the same way? (Sharon Warner)</li> </ul> <p>Question and Answers / Open the Phones</p>	
<p><b>Call for Agenda Items for Next Customer Forum</b> (due 3/28/16)  Accounts Payable and Purchasing: 4/5/16</p>	<p>Jennifer Stafford</p>